



UNITED STATES MARINE CORPS
MARINE WING SUPPORT SQUADRON 274
MARINE AIRCRAFT GROUP 29
2D MARINE AIRCRAFT WING
POSTAL SERVICE CENTER BOX 8079
CHERRY POINT, NC 28533-0079

IN REPLY REFER TO:
1700
CO
10 Jan 17

SQUADRON ORDER 1700.1J

From: Commanding Officer, Marine Wing Support Squadron 274
To: Distribution List

Subj: INITIATING DIRECTIVE FOR REQUEST MAST

Ref: (a) MCO 1700.23F
(b) NAVMC 1700.23

Encl: (1) Command Specific Elements for Request Mast

1. Situation. This Order represents the initiating Directive for the Commandant's Request Mast Program.

2. Cancellation. SqdnO 1700.1H

3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their Commanding Officers as exercised through the formal process of Request Mast. Request Mast as established in U.S. Navy Regulations (Arts. 0820c and 1151.1) and the Marine Corps Manual (par 2805) includes both the right of the Marine to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine requesting Mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This order is to be utilized by all members of this unit/command for the purpose of exercising Request Mast with the Commanding Officer/Commanding General. This Order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC form 11296 via the chain of command to the commander with whom the Request Mast is desired.

b. Coordinating Instructions. All members of this unit/command exercising Request Mast shall do so utilizing the references, which describes the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements.

5. Administration and Logistics

a. XO/Adjutant/SgtMaj shall:

(1) Provide administrative assistance as delineated in the enclosure.

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(2) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.

(3) Facilitate the process of Request Mast applications addressed to the commanding general for consideration.

b. OIC's/SNCOIC's shall:

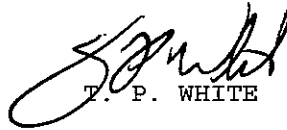
(1) Ensure that all personnel are familiar with this directive and the associated command specific elements.

(2) Facilitate getting Marines in front of the commander in order to execute their right of Request Mast.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this unit/command.

b. Signal. This Order is effective the date signed.


T. P. WHITE

MARINE WING SUPPORT SQUADRON 274 COMMAND BREAKDOWN PERTAINING TO REQUEST MAST

1. All enlisted members who request mast must go through the Sergeant Major, and all Officers who request mast must go through the Executive Officer. The following are the command points of contact to initiate a Request Mast application:

	Billet	Location	Phone
Enlisted	SgtMaj	Sqdn HQ, Bldg 4344	252-466-5840
Officer	XO	Sqdn HQ, Bldg 4344	252-466-2266

2. Request Mast Chain of Command:

a. Company Commander

Company	Billet	Location	Phone
H&S	CO Cmdr	Sqdn HQ, Bldg 4344	252-466-7797
H&S	CO 1stSgt	Sqdn HQ, Bldg 4344	252-466-4691
AOPS	CO Cmdr	Sqdn HQ, Bldg 4344	252-466-2300
AOPS	CO 1stSgt	Sqdn HQ, Bldg 4344	252-466-5502
ENG	CO Cmdr	Bldg 1769	252-466-3792
ENG	CO 1stSgt	Bldg 1769	252-466-7185
MT	CO Cmdr	Bldg 1310	252-466-3190
MT	CO 1stSgt	Bldg 1310	252-466-5845

b. Next Commanding Officer in the Chain of Command up to the immediate Commanding General in the chain of command:

Unit	Billet	Location	Phone
MWSS-274	CO	Sqdn HQ Bldg 4344	252-466-5112
MAG-29	CO	MCAS New River, Bldg AS4122	252-466-5702
2D MAW	CG	Wing HQ, Bldg 80	252-466-5488

c. Command Inspector General (CIG) for MWSS-274:

Command	Title	Name	Billet	Location	Phone
2d MAW	Mr.	Rudisill, T. L.	CIG	Wing HQ, Bldg 80	252-466-4676

3. Request Mast applications being submitted to the Commanding General, 2d Marine Aircraft Wing will be routed through the Chief of Staff (for all officer request Masts) or the Sergeant Major (for all enlisted Request Masts). A Command Inspector may review and make appropriate recommendations pertaining to the request Mast to the Commanding General; however, he or she may neither respond to nor deny a Request Mast on behalf of the Commanding General.

4. A Marine or Sailor has the right to request mast up to the Commanding General; however the commanders up the chain of command will inquire on the circumstances surrounding the issue. If any Marine chooses to bypass the chain of command and desires to submit their request directly to the Commanding General, he/she must write a brief statement explaining why the chain was bypassed.

5. Any Marine or Sailor that desires to request Mast should begin with their company first sergeant and route their request through their company commander.

ENCLOSURE (1)